

# **TECHNOLOGY ACCEPTABLE USE POLICY**

## **updated June 2025**

### **Introduction**

Shiloh Christian School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop in their understanding of technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that students are expected to follow when using technologies in school or when using their tablet computer or other electronic device on the SCS campus.

1. The Shiloh Christian School wireless network is intended for educational purposes.
2. All activity over the network or using school technologies will be monitored and retained.
3. Access to online content via the network is restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
4. Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
5. Misuse of school resources may result in disciplinary action.
6. Shiloh Christian School makes a reasonable effort to ensure student's safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
7. Users of the SCS network or other technologies are expected to alert school faculty or administration immediately of any concerns for safety or security.

### **Using Personal Electronic Devices at School**

School issued Chromebooks are required for use unless otherwise authorized by the Secondary Principal.

### **Charging Your Device's Battery**

Chromebooks must be brought to school each day in a fully charged condition.

### **Screensavers/Background photos**

Students are expected to choose appropriate wallpapers, screensavers, desktop, backgrounds, and/or displays for their devices which are consistent with the school's core values and mission.

### **Photos**

All technologies provided by or used at Shiloh Christian School are intended for education purposes. Students are expected to follow the Biblical mandate to honor the Lord Jesus Christ in all that they do. Therefore, students are expected to use technology in ways that are appropriate, safe, and cautious. Students are expected not to attempt to circumvent technological protocol measures. Further, students are expected to ask appropriate school personnel, should questions arise regarding matters pertaining to the use of these devices and their environments.

### **Sound, Music**

On *school-owned tablets and devices* students may not download music from iTunes or any other music sharing site unless directed by or with the permission of a teacher. On *all school-owned devices*, sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

### **Gaming**

Students may only use appropriate educational gaming apps during discretionary time and with approval and supervision. Discretionary time would not include classroom instructional time, chapel and/or other events or environments where use of devices would not be appropriate.

### **Saving Work**

It is the student's responsibility to ensure that work is not lost due to equipment failure, failure to back-up files or deletion. Device malfunctions are not an acceptable excuse for not submitting work. Students should back up all work for their own protection.

### **Network Connectivity**

SCS makes no guarantee that the school wireless network will be up and running 100% of the time.

### **Downloading Apps**

Teachers may require students to download apps or electronic books that have applications to their specific course content.

### **Inspection**

Students may be required to provide their technology for inspection at any time and Shiloh staff is not required to contact parent or guardian prior to inspection. This includes but is not limited to personal devices, personal phones, and personal tablets.

### **Web Access**

Shiloh Christian School provides students with access to the Internet and its content. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing will be monitored and web activity records may be retained. Users are expected to respect that the web filters used are safety precautions and are not to be circumvented. If a user believes a site or content should not be blocked, the user should alert a member of school faculty or administration. Parents are encouraged to use the Settings function on devices to limit or disable specific inappropriate options for the environment of their intended use.

### **Email**

Shiloh Christian School may provide users with a Gmail account for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, they should be used with care. Users should not send personal information;

should not attempt to open files or follow links from unknown origin and should only communicate with other people as allowed by SCS policy or their teacher. Users are expected to exercise appropriate, safe, mindful, and courteous communication. Email usage may be monitored and archived.

### **Social/Web 2.0 / Collaborative Content**

Recognizing the benefits collaboration brings to education, Shiloh Christian School may provide users with access to web sites, content and/or tools that allow collaboration, sharing, and messaging among users. Posts, chats, sharing, and messaging may be monitored. Users are cautioned not to share personally-identifying information online. (see Social Media Policy)

### **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or distrusted origin. If a user believes a device being used might be infected with a virus, they should alert personnel in the school's IT department. A device user should not attempt to remove the virus using any means or methods.

### **Plagiarism**

Users should not use content without appropriate citation. This includes usage of words and from the Internet or elsewhere. A misrepresentation of appropriate credit to the content's creator is considered plagiarism. All research should be appropriately cited. (See Cheating and Plagiarism Policy)

### **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission. If a user should encounter any message, comment, image, or other content online that causes concern for one's personal safety, it should immediately be brought to the attention of an appropriate adult.

### **Cyber-bullying**

Harassing, denigrating, impersonating, pranking, excluding, and cyber-stalking are all examples of cyber-bullying. Cyber-bullying will not be tolerated. Sending emails or posting comments, images, and/or other content with the intent of scaring, hurting, or intimidating someone else can be considered cyber-bullying. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, can be a crime. These behaviors may also result in severe disciplinary action and loss of privileges. Remember network activities are monitored and retained. (See Anti-Bullying/Harassment Policy)

### **Parent/Guardian Responsibilities**

It is strongly suggested that parents communicate with students about values and the standards they should follow regarding the use of the Internet and all media information sources such as television, cell phones, electronic devices, videos, movies, and music.

### **Examples of Acceptable Use**

I will:

- Never leave my device unattended and I will know where it is at all times.
- I will place some form of name identification on the case or device itself.
- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.
- Recognize my network activities are monitored by school personnel.

This is not intended to be an exhaustive list. Users should use their own good judgment when using technologies related to the school.

### **Examples of UN-acceptable Use:**

- Spamming-Sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the SCS web filter through a web proxy, 3G, 4G or Hotspot
- Using another student's device without permission of that student and a faculty member
- Illegal installation or transmission of copyrighted materials
- Any action that violates existing School policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Gaming during inappropriate times and/or using in appropriate games which contradict the school's core values and mission

- Attempt to find inappropriate images or content
- Engaging in cyber-bullying, harassment, sending sexually explicit photos, arranging to meet someone on-line or disrespectful conduct toward others
- Try to find ways to circumvent the school's safety measures and filtering tools
- Agree to a physical face to face meeting of someone met online
- Use school technologies for illegal activities or to pursue information on such activities
- Attempt to hack or access sites, servers, or content that isn't intended for my use
- No forms of AI can be used to misrepresent, augment images or videos, or disparage others.
- Passwords and usernames should not be shared.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies. Unacceptable uses of technology are potentially Class III offenses.

### **Limitation of Liability**

Shiloh Christian School will not be responsible for damage, harm or theft to student-owned tablets or other electronic devices. While Shiloh Christian School employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Shiloh Christian School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

### **Violations of this Acceptable Use Policy**

Violations of this acceptable Use Policy may have disciplinary repercussions, including but not limited to:

1. Suspension of network, technology, or computer privileges
2. Loss of device use for a determined period of time (student still responsible for all required work)
3. Notification of parents
4. Detention or suspension from school and school-related activities
5. Legal action and/or prosecution

### **Student Chromebook Device Policy updated June, 2025**

This policy describes the rules and regulations, regarding using a school-provided device and a personally owned device. Except where specifically stated, personally-owned devices (PODs) are subject to the same rules and policies as school-owned devices.

#### **Chromebook**

Effective the 2025-26 school year, all students will be issued a school provided Chromebook.

These students are expected to use the Chromebook for all educational activities while at school.

### **General Terms & Conditions**

- The Chromebook is being made available to the student on the terms and conditions described in this document only for purposes of educational services provided by SCS.
- The Chromebook is and will remain at all times the property of Shiloh Christian School. SCS may recall the Chromebook, or place additional restrictions on the student's use or possession of the Chromebook, at any time and for any reason, with or without prior notice.
- SCS reserves the right to change the terms or conditions of the student's possession or use of the Chromebook, or to impose new restrictions on use or possession of the Chromebook, at any time.
- The student's possession and use of the Chromebook will be subject at all times, both on and off campus, to the terms and conditions described in this document, state, and federal laws.
- Under no circumstances will the student use the Chromebook or permit the Chromebook to be used in furtherance of any crime; fraud; threat; defamation; plagiarism; copyright, patent, or trademark infringement; illegal downloading; theft of intellectual property; gambling; accessing, viewing, or transmission of pornographic or violent images or content; illegal or unauthorized accessing or use of data; bullying or harassment (including cyber-bullying); malicious internet activities (including "hacking" of other computers or websites); advertising or commercial activities; abusive or insulting communications; or any unlawful activities of any kind.
- Under no circumstances will the student use the Chromebook, or permit the Chromebook to be used, to access any networks, websites, or online resources that have not been approved by SCS.
- The student will not share the Chromebook with any other person unless expressly authorized to do so by an SCS teacher or administrator. The student will not loan the Chromebook to any other person, including another SCS student, without prior written authorization from the principal.
- Any violation of the terms or conditions set forth or referenced in this document may result in my possession or use of the Chromebook being restricted, suspended, or terminated, with or without prior notice, at the sole discretion of SCS.

### **Issuance & Return of Chromebook**

- The student's license to use the Chromebook terminates on the last day of the school year, unless terminated earlier by SCS. Chromebooks will be collected on or before the last day of

the school year.

- Given the time required for technology staff to inspect, maintain, and upgrade the Chromebooks over the summer, penalties will be assessed for the late return of Chromebooks at the end of the school year.
- If the student fails to return the Chromebook by the last day of the school year, the student and the student's parent/guardian will incur the total replacement cost of the Chromebook.
- Late fees may also be assessed if the Chromebook is not returned immediately after being recalled by SCS before the end of the school year. A late fee of \$5 per day for the first 30 days and \$10 per day for the next 30 days may be assessed if the Chromebook is not returned when requested. If the Chromebook is not returned within 60 days after the end of the grace period, the student and the student's parent/guardian may be assessed the full replacement cost for the Chromebook, and SCS may institute legal actions against the student and/or the student's parent/guardian.

### **Care, Maintenance & Inspections**

- Chromebook cases should not be removed at any time.
- Students will not add stickers to or draw on the chromebook or case. Parents will be responsible for the total cost of the chromebook if the chromebook has been altered. Payment will be made to "Lexicon."
- Under no circumstances will the student install or permit to be installed on the Chromebook any hardware, software, drivers, or other programs or devices without the advance written approval of the principal or his designee. Under no circumstances will the student delete, uninstall, or attempt to circumvent any hardware, software, drivers, filters, or other programs or devices installed on the Chromebook by SCS.
- The Chromebook may be inspected at any time by SCS officials, with or without prior notice, either in person or remotely via the internet or network connections, for purposes of maintenance and/or to monitor the student's use of the Chromebook (including any email communications and internet activities) to determine whether the student is complying with the terms and conditions set forth or described in this document. By signing this document, the student and parent/guardian acknowledge that they have no reasonable expectation of privacy to any data or information of any kind contained on the Chromebook, which shall at all times remain SCS property and which is intended to be used only for school purposes. The student and the student's parent/guardian further acknowledge that if any such inspection reveals evidence that the student has violated the Code of Student Conduct or any criminal law, such evidence may be used in support of a disciplinary action against the student and/or shared with law enforcement.

### **Loss, Theft, & Damage**

The Chromebook is a valuable piece of property that is being made available to the student by SCS for purposes of advancing the student's education.

- If at any point, a Chromebook is lost, stolen or destroyed, parents will be responsible



for the full replacement cost of the Chromebook.

- If for any reason the Chromebook is damaged (screen cracked, keys stick/break), the **first** repair is covered by SCS. If damage occurs **a second time** during the time that it is issued to the student, regardless of whether the student is at fault, parents will be responsible for the following fees:

- Dell Chromebook 3120
- LCD Assembly - \$180
- Cover - \$80
- Keyboard/Trackpad - \$115
- Charger - \$40

- The student is responsible for ensuring that the Chromebook is kept safe and secure at all times while it is in the student's possession or under the student's control.

- Under no circumstances will the student leave the Chromebook unattended at any location, either on or off campus, unless it is safely secured at the student's home or locked in the student's school locker.

- Under no circumstances will the student leave the Chromebook in the care or custody of any person other than the student's parent or guardian or an SCS teacher or administrator.

- If the Chromebook is lost, stolen, damaged or malfunctioning in any way, the student will immediately report the problem to the SCS Administration.

- SCS will investigate all incidents of Chromebooks reported as lost and may refer any such incidents to law enforcement. SCS Chromebooks can be easily identified and traced.

*Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell an SCS-owned Chromebook will be vigorously prosecuted to the fullest extent of the law.*

- In recognition of the advantages that come from being issued a Chromebook and the considerable expense to SCS in funding the Chromebook program, the student and student's parent/guardian acknowledge that they must bear some risk for the possibility that the Chromebook may be lost, damaged, or stolen. While no fees will be charged for repair or replacement of the Chromebook that is fully covered by a manufacturer's warranty, all other repairs and replacements will be subject to the fees set out below.

- If for any reason the Chromebook is damaged, lost, stolen, or destroyed during the time that it is issued to the student, regardless of whether the student is at fault, the student and the student's parent/guardian will be responsible for the cost of the repair or replacement.

**\*\* If the damage is beyond repair or exceeds the value of the unit and is found to be the fault of the student the student will be responsible for the replacement cost of the device\*\***

- If the Chromebook is damaged or destroyed during the time it is issued to the student because the student committed or intentionally facilitated a deliberate act of damage or



vandalism, the student and the student's parent/guardian will be responsible for the actual cost or repair or replacement, whichever is less.

- For purposes of this document, the replacement cost is the actual cost to SCS at the time of replacement of a new Dell Chromebook in Springdale, Arkansas, at retail price.
- For purposes of this document, the repair cost is the actual cost to SCS to have the Chromebook fully repaired by a qualified repair technician of SCS's choosing to the condition the Chromebook was in when it was originally issued to the student.
- The student will not be issued a replacement Chromebook until the costs described above have been paid in full.
- SCS reserves the right to decline to issue a replacement Chromebook if it determines, in its sole discretion, that the risk of loss or damage to the replacement Chromebook is unacceptable. The decision not to issue a replacement Chromebook shall not excuse the student and his parent/guardian from any fees associated with the loss, theft, or damage of any previously-issued SCS Chromebooks, given that those fees are intended to help offset the actual cost to SCS of repair or replacement of SCS's property.